



Department of Defense DIRECTIVE

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June 2, 1994
NUMBER 5000.24



DA&M

SUBJECT: Pentagon Executive Dining Rooms (EDRs)

References: (a) Title 10, United States Code
(b) DoD Directive 5000.24, "Pentagon Executive Dining Rooms,"
December 4, 1974 (hereby canceled)

A. REISSUANCE AND PURPOSE

This Directive:

1. Pursuant to the authority vested in the Secretary of Defense by reference (a), reissues reference (b) to update policy and responsibilities for the administration and operation of EDRs located in the Pentagon.
2. Establishes the Pentagon EDR Committee.

B. DEFINITION

Pentagon Executive Dining Rooms (EDRs). Those eating facilities, established with the approval of the Secretary of Defense or designee, to provide senior civilian and military officials and their guests a private, secure area where they can dine and, at the same time, conduct official business, and where senior Defense officials may host special functions for visiting foreign dignitaries and top-level Government officials.

C. POLICY

It is DoD policy that:

1. Pentagon EDRs shall be operated in an efficient, economical manner.
2. The Secretary of Defense; the Chairman of the Joint Chiefs of Staff; and the Secretaries of the Army, Navy, and Air Force may each operate no more than one Pentagon dining facility. Operation of EDRs by other DoD Components is prohibited.
3. Pentagon EDRs shall be chartered by the Secretary of Defense or designee. As a minimum, charters shall include the purpose of the EDR; membership criteria; source of funds and extent of fiscal controls; manpower resources assigned to operate and support the EDR; and controls on use of EDRs for special functions.

D. PENTAGON EDR COMMITTEE

1. There is hereby established a Pentagon EDR Committee with responsibility to advise and make recommendations to the Director of Administration and

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Management, Office of the Secretary of Defense (DA&M, OSD), on EDR policy and operational matters.

2. The DA&M, OSD shall serve as Committee Chair.

3. Membership shall consist of one representative from each DoD Component authorized to operate a Pentagon EDR. (See subsection C.2., above.)

E. PENTAGON EDR OPERATING GUIDELINES

1. Membership. Membership in EDRs shall be by invitation of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, and the Secretaries of the Military Departments, and shall be limited to selected senior-level members of their staffs. Individuals may be regular members in no more than one EDR, except for the Joint Chiefs of Staff, who may belong to the Chairman of the Joint Chiefs of Staff EDR and their respective Military Department EDR.

2. Prices and Funding

a. Meal prices must be sufficient to cover operating expenses and food costs and shall be not less than prices in comparable commercial establishments.

b. For determining which EDR costs are "operating expenses" and therefore funded from non-appropriated funds, and which costs should be funded from appropriated funds, the following is provided:

(1) To be funded from non-appropriated funds: All food and beverage purchases; any special mess attendant clothing (jackets, trousers, etc.); all laundry costs; and general maintenance supplies, mess equipment, and china and tableware.

(2) To be funded from appropriated funds: Personnel pay and allowances; space rental; utilities; new construction, renovation, and painting; purchase, maintenance, and repair of kitchen equipment, furniture, and office equipment; cleaning of draperies and rugs, etc. Transportation costs related to vehicles used for mess purposes; general office supplies; costs related to extermination services; and annual mess audit fees. Non-appropriated funds may be used, if available.

3. Alcoholic Beverages. Alcoholic beverages shall not be served in EDRs unless exception to the restriction on serving alcoholic beverages in Government buildings is approved by the DA&M, OSD.

F. RESPONSIBILITIES

1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

a. Serve as principal advisor to the Secretary of Defense and exercise staff supervision over the operation of Pentagon EDRs.

- b. Approve or disapprove, for the Secretary of Defense, EDR charters.
- c. Monitor the operation of EDRs, ensure compliance with this Directive, and issue necessary instructions, guidance, and procedures for improvement of EDR operations.
- d. Determine reporting requirements and issue instructions for their submission.
- e. Convene meetings of the Pentagon EDR Committee to:
- (1) Provide advice and make recommendations on overall policy and operational matters relating to Pentagon EDRs.
 - (2) Examine specific Pentagon EDR problems and develop proposed courses of action to facilitate their solution.


2. The Chairman of the Joint Chiefs of Staff, the Secretaries of the Military Departments, and the Director of Administration and Management, Office of the Secretary of Defense (for the Secretary of Defense's EDR), shall:

- a. Ensure that their respective Pentagon EDRs are organized and operated in the most efficient and economical manner, consistent with this Directive.
- b. Submit proposed charters for operation of Pentagon EDRs, in conformance with subsection C.3. above.

G. EFFECTIVE DATE

This Directive is effective immediately.

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John M. Deutch
Deputy Secretary of Defense